



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		ST. PAUL'S COLLEGE
Name of the head of the Institution		Mary Jelthruth K.V
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		04842555572
Mobile no.		9400898123
Registered Email		iqac@stpauls.ac.in
Alternate Email		principal@stpauls.ac.in
Address		Kalamassery, HMT Colony P.O., Ernakulam-683503
City/Town		Ernakulam
State/UT		Kerala
Pincode		683503

<b>2. Institutional Status</b>																															
Affiliated / Constituent	Affiliated																														
Type of Institution	Co-education																														
Location	Semi-urban																														
Financial Status	Self financed and grant-in-aid																														
Name of the IQAC co-ordinator/Director	Dr. Asha E. Thomas																														
Phone no/Alternate Phone no.	04842555572																														
Mobile no.	9495944537																														
Registered Email	iqac@stpauls.ac.in																														
Alternate Email	asha@stpauls.ac.in																														
<b>3. Website Address</b>																															
Web-link of the AQAR: (Previous Academic Year)	<a href="https://stpauls.ac.in/iqac/">https://stpauls.ac.in/iqac/</a>																														
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																														
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="https://stpauls.ac.in/iqac/">https://stpauls.ac.in/iqac/</a>																														
<b>5. Accrediation Details</b>																															
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>80</td> <td>2004</td> <td>16-Sep-2004</td> <td>15-Sep-2009</td> </tr> <tr> <td>2</td> <td>B</td> <td>2.8</td> <td>2010</td> <td>28-Mar-2010</td> <td>27-Mar-2015</td> </tr> <tr> <td>3</td> <td>A</td> <td>3.14</td> <td>2016</td> <td>19-Jan-2016</td> <td>18-Jan-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B+	80	2004	16-Sep-2004	15-Sep-2009	2	B	2.8	2010	28-Mar-2010	27-Mar-2015	3	A	3.14	2016	19-Jan-2016	18-Jan-2021
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2	B	2.8	2010	28-Mar-2010	27-Mar-2015																										
3	A	3.14	2016	19-Jan-2016	18-Jan-2021																										
<b>6. Date of Establishment of IQAC</b>	23-Nov-2004																														
<b>7. Internal Quality Assurance System</b>																															
Quality initiatives by IQAC during the year for promoting quality culture																															
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries																												

One day workshop on the NAAC-Revised Accreditation Process Teaching Learning	02-Jun-2018 1	63
One day workshop on the NAAC Revised Process- Research and Extension	16-Jun-2018 1	63
One day Orientation for newly joined students and their parents	29-Jun-2018 1	472
One day workshop on the NAAC - Revised Accreditation Process- Extension Activities and Consultancy/Best Practices	30-Jun-2018 1	74
ICT Enabled Teaching-Learning: Introduction to various LMS	13-Jul-2018 1	63
Office Administration and ICT	21-Jul-2018 1	20
How a teacher can be an effective mentor?	18-Aug-2018 1	43
Presenting of data and correct documentation as per RAF of NAAC	24-Aug-2018 1	19
Monsignor Raphael Olattupuram Lecture Series	28-Sep-2018 1	45
Orientation program for faculty with less than five years of teaching experience	06-Oct-2018 1	54
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	NSQF Skill Based Education	MHRD	2018 1095	7200000
Institution	Grants for Seminar	UGC	2018 365	92000
Faculty	FIP/FDP	UGC	2018 365	142106
Institution	Scholar Support Program	State Government	2018 365	85500
Institution	Walk With the Scholar	State Government	2018 365	258421

Institution	NCC	State Government	2018 365	58520
Institution	Stipend	State Government	2018 365	271299
Faculty	Scholarship	Reserve Bank of India	2018 365	175000
Faculty	Kerala State Council for Science, Technology and Environment	State Government	2018 365	20000
<a href="#">View File</a>				

<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	7
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
Prepared an action plan considering the proposed NAAC Accreditation and implemented that at different levels within the institution.	
Encouraged the usage of LMS platforms. New teachers were given training in using various LMS.	
Based on the directions received from IQAC, departments in the college started many shortterm, addon/certificate programs.	
Unnat Bharat Abhiyan program was implemented with the support of MHRD.	
Eighteen training programs were organized by IQAC for teaching fraternity and three were organized for office staff and this has helped in bringing a structured approach in conduct of various teaching learning activities and its documentation.	

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**13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year**

Plan of Action	Achivements/Outcomes
Preparation of Action Plan for NAAC fourth cycle Accreditation	Systematic approach in NAAC Filing process
UBA Program Application Filing	To participate in the Village development scheme of the Cental Govt. Awarded with four villages to be adopted under the scheme.
Initiating the conduct of value education classes, conduct of entry level test, bridge courses, remedial classes	Quality enhancement in teaching learning process
Encouraging the departments to participate in ERUDITE program offered by Kerala State Higher Education Council	The proposal submitted by Department of Physics was accepted for the program
Submission of proposal for RUSA- Infrastructural grant	Institution was awarded with RUSA Grant for 2 crores.
Ensuring the effective functioning of counselling cell	Betterment of teacher-student relationship
Career Orientation Program-Vidhya Mithra Programme	Career Orientation for Final Year UG students
Orientation program for faculty with less than five years of teaching experience	Faculty training on various aspects of academics like discipline in the campus, exam management, ethical practices e.t.c
Monsignor Raphael Olattupuram Lecture Series	Gathering of retired and present teaching and non-teaching staff and fruitful discussions on enhancing the quality in academics and administrative tasks is planned
One Day Orientation for Newly joined students and their parents	Introduction to institutional culture, practices and general awareness regarding the courses and programs.
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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
Academic Council, Governing body	27-Jul-2020

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to**

Yes

assess the functioning ?	
Date of Visit	28-Sep-2018
<b>16. Whether institutional data submitted to AISHE:</b>	Yes
Year of Submission	2019
Date of Submission	25-Feb-2019
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Yes, the institution has installed MIS in its various functioning process. MIS is used for admission of students, fee payment, exam management, student management and also in library management.

## Part B

### **CRITERION I – CURRICULAR ASPECTS**

#### **1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The commitment of the college to meet the outcomes of the curriculum designed by the university is clearly stated in vision and objectives of the college. Imparting education to satisfy the needs of the society has been the college's primary concern ever since the establishment of the college. Programmes are relevant to local/regional/national and global developments. At the beginning of the academic year a College Calendar is prepared in adherence with the University Calendar and provided to all the faculty and students. Each semester starts with a detailed preparation of teaching plan and are filed at the departments of the college. Faculty are constantly monitored regarding the timely completion of portions allotted as per the teaching plan. Any deviation is recorded and the action plan is taken to resolve the same. Teachers refer to the standard reference books prescribed by University along with latest information available through online and other resources for effective implementation of curriculum. Besides the use of conventional methods, various other teaching methods like Quiz, Group Discussion, Demonstrations, Debates, PPT Presentations, Role Play, Allied Projects, Games, Short Films, Industrial Visits, Model making, Add-on practicals, Open book tests, Assignments, Videos, Use of charts and graphs and Case studies are used for effective curriculum implementation. There are regular Departmental meetings, meetings of the Heads of the Departments with the academic council of the college. The minutes of these meetings are properly recorded. The academic performances of the students are evaluated through monthly tests and internal examinations. The results of these periodic academic tests are recorded and forwarded to the parents and the principal. Curriculum delivery is done in the most effective way through Google classrooms and smart teaching aids. Curriculum review and development are done regularly to keep pace with developments in respective fields and meet the

requirements of academia, industry/ profession and society. New courses are introduced as per the feedback of the stakeholders involved. Apart from the directives of the university, the college goes an extra mile to impart gender sensitivity, professional ethics, human values and community outreach of the students so that our students transform into better citizens of tomorrow.

Environment sustainability courses are compulsorily incorporated in all undergraduate programmes. Students are also motivated to develop a research mind through regular programmes like seminars, workshops and invited talks conducted at the department level. Outcomes of the effective steps taken by the college towards curriculum delivery are evident in the academic performances of the students. Our students have shown their calibre in placements, internships and university examinations. Results of outcome assessment and stakeholders' feedback serve as input for continuous improvement in curriculum.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Certificate Course in Professional Tour guide	Nil	02/06/2018	180	Focus on Entrepreneurship and employability	Developed the skill necessary for becoming a professional guide in the tourism sector
Making of Household Cleansing Products	Nil	06/08/2018	30	Focus on Entrepreneurship	Developed Skill in making household cleansing products.
Certificate Course in Fundamentals of Capital Market	Nil	27/10/2018	30	Focus on employability	Awareness of Capital market
Ethics in Social Science Research	Nil	05/06/2019	32	Focus on employability	Research Skills
Data Analysis using Excel	Nil	11/06/2019	32	Focus on employability	Analytical Skills
Basics of Group Discussion and Interview skills	Nil	02/12/2019	30	Focus on employability	Job skills

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BVoc	Tourism and Hospitality Management	01/11/2018
BVoc	Banking and financial services	01/11/2018
<a href="#">View File</a>		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BVoc	Banking and Financial Services	01/11/2018
BVoc	Tourism and Hospitality Management	01/11/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	320	Nil

### 1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Integrated farming	09/07/2018	36
Professional Ethics	17/07/2018	40
Etiquette while using a computer	18/07/2018	18
Making of Cleansing Products	06/08/2018	28
Dealer: BFSI	01/11/2018	50
Meet and Greet	28/11/2018	38
<a href="#">View File</a>		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BVoc	Banking and Financial Services	34
BVoc	Tourism and Hospitality Management	45
BBA	Management	69
BSc	Chemistry	26
MSc	Chemistry	25
BSc	Computer Science	15
BA	Economics	21
BA	English-Model II, Teaching	29



## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?  
(maximum 500 words)

### Feedback Obtained

The institution collected feedback on curriculum aspects from different stakeholders viz. students, alumni, faculty, employers and parents. The overall satisfaction of students regarding the programs and facilities was also collected, analyzed and rectifications were initiated, wherever needed/possible. The data was collected and analyzed by the IQAC team. In general, all the stakeholders were happy with the existing curriculum and its implementation. Students: Feedback was obtained using a structured questionnaire and also through discussions with various student groups. Alumni: Feedbacks were collected during the alumni meets conducted by the institution as a whole and also by the respective departments. During these meetings, various aspects about the present curriculum, employability, future scope for associations with the alumni members were discussed and this was also incorporated in the action taken report. Parents: The feedback from the parents was collected during the Parent Teacher Association meetings with the help of class teachers. Feedbacks were taken regarding the curriculum aspects to enhance the teaching-learning process. Employers: Feedbacks were collected from the present employers as well as prospective employers using a structured questionnaire. Discussions were also conducted with various representatives during their visit to the campus as resource persons for various programs organised by the cells/clubs/departments. Teachers: Faculty members give regular feedbacks regarding the latest developments in the existing field and also about the emerging concepts in the curriculum. A structured questionnaire was also distributed for collecting inputs from them. The curriculum review committee of the institution also review the syllabus of various newly added programs and give their feedback regarding the same. External mentors of the institution also play an active role in the planning and implementation of various programs within the academic framework. The suggestions and feedbacks of stakeholders were discussed in the academic council and in respective department meetings. The report about the feedbacks from various stakeholders was also submitted before the governing body. Feedbacks regarding the curriculum changes or additions were also presented in various Board of studies meetings attended by the faculty of the institution.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Chemistry	24	322	30
BCom	Finance and	50	715	61

	Taxation			
BCom	Computer Application Aided	40	707	49
BCom	Computer Application SF	40	516	50
BA	Economics	50	558	58
BA	English MII	24	435	27
BA	English MI	40	391	46
BBA	BBA	40	256	40
BVoc	Banking and Financial Services	50	976	49
BSc	Computer science	24	215	18

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## 2.2 – Catering to Student Diversity

### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	554	111	35	4	43

## 2.3 – Teaching - Learning Process

### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
82	74	25	56	25	22

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The college has a mentoring support system in place with a 17.6:1 teacher- mentee ratio. Mentors take an active interest in the all-round well-being of their mentees. They maintain unreserved openness in giving their mentees practical advice, sharing knowledge and networks with them. The mentoring process is also aimed at sharing human capital as well as other resources. Career Counselling is an integral part of mentoring. Mentors find time at their own convenience to meet their mentees and a successful relationship is built on trust. They pay attention to provide adequate critical feedback for the constructive growth of their mentees. Mentors keep a diary to track the various academic developments of the mentee. They arrange meetings with the mentees to get to know students well. As the meetings are informal, mentors easily build a rapport with the mentees. They also provide the support needed at a personal level if necessary. They listen with an open mind encouraging discussion on academic and non-academic matters. With the objective of empowering students, mentors make their mentees aware of the various resources and opportunities available in and outside the campus. Mentoring is a continuous process with regular meetings and with a predictable frequency of at least once in a month. Mentoring sessions get the student to explore oneself, find avenues to personal growth, tackle difficulties involved in learning,

manage peer pressure, make the right career choices, etc. These sessions are rewarding intellectually as well as personally. During the discussion, the mentors also assess and address the issues and requirements of students who belong to reserved categories. Those students are made aware of the various scholarships available to them. The primary aim of mentoring is to ensure each student a successful academic track record. The teachers note down the result of university examination and provide advice to mentees to perform better. They also arrange remedial classes for weak students with the concerned faculty if needed. Parents are informed about their ward's performance and behavior in the campus. Mentors arrange intellectually engaging sessions to discuss matters relating to studies and offer the necessary feedback. They help the students to strategize their struggles in studies and help them in planning. They identify the long term and short-term goals of their students. Through productive conversations, the mentors are able to identify the strengths and weaknesses of mentees. They direct students to activities that enhance their strengths and arrange opportunities to overcome their weaknesses. They also record details regarding academic achievements and academic performance. The strong mentor-mentee relationship has always helped students form a bond with the faculty and thereby has helped students in navigating tough situations while studying a course. The teachers stick to a student-friendly methodology of mentoring which does not impose dos and don'ts, but by engaging in informal talks and taking them to confidence. This open-door policy enables students to come to their mentors with confidence and talk about their concerns and worries.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1445	82	17.6:1

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
82	82	Nil	3	13

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Asha E Thomas	Assistant Professor	Reserve Bank of India 'Scholarship Scheme for Faculty Members' from Academic Institutions
2019	Deepa George	Assistant Professor	Appreciation letter- Motor Vehicle Department, Government of Kerala
<a href="#">View File</a>			

## 2.5 – Evaluation Process and Reforms

### 2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	Mathematics	6	22/03/2019	29/04/2019

BA	English MI	6	22/03/2019	29/04/2019
BA	English MII	6	22/03/2019	29/04/2019
BA	Econonmics	6	22/03/2019	29/04/2019
BCom	Computer Applications SF	6	22/03/2019	29/04/2019
BCom	Computer Applications Aided	6	22/03/2019	29/04/2019
BCom	Taxation and Finance	6	22/03/2019	29/04/2019
BSc	Computer Science	6	22/03/2019	29/04/2019
BSc	Chemistry	6	22/03/2019	29/04/2019
BBA	BBA	6	22/03/2019	29/04/2019
<a href="#">View File</a>				

#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous Evaluation is based on four components as stipulated by the University: assignments/ seminar/ viva voce, attendance and two internal assessments. The first two have a maximum of five scores and 10 marks are allotted for internal assessments. And the total score for internal assessment is 20. Teachers and tutors make students aware of the mechanism and guidelines of internal evaluation. The college has an Internal Examination Committee that ensures the centralized conduct of internal examinations. They also look into aspects like question paper setting, time table preparation, duty allocation, seating arrangement of students and assessment. The Committee prepares the detailed timetable of examinations as per the schedule approved by the academic council. It also arranges for strict vigilance during the conduct of examination so as to avoid the use of unfair means by the students, faculty, and invigilators. CCTV surveillance in examination halls ensures the utmost transparency. There is a Grievance Redressal Committee to look into the complaints related to the conduct of examinations. The recommendations of the grievance committee shall be approved by Principal, to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the Examination Committee. The Internal Examination Committee also ensures that valuation takes place in one week's time. Students are given opportunity to meet the concerned teacher for any corrections needed. Open house meetings are held once the results are ready. Parents are briefed about the performance of their wards. Attendance reports are also prepared and presented before the parents. Students are allowed to attend supplementary examinations if they couldn't attend an examination due to genuine reasons. They also get a chance to improve their scores if they scored less.

#### 2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The Staff Council comprising the Principal, HoDs and elected representatives schedules and plans the academic activities for the year. The Calendar Committee in consultation with the Staff Council and IQAC prepares the academic calendar cum handbook every year in accordance with the University Calendar. Individual departments prepare an action plan based on the calendar. The calendar forms the basis for teachers to prepare teaching plans and teaching schedules. It is a ready reckoner to plan all extracurricular and curricular activities of the college. The academic calendar provides the criteria set by

the University for the evaluation of each course. The evaluation is based on internal and external assessments. There are also details of mark distribution for External examination and Internal evaluation available in the calendar. The handbook cum calendar is distributed to all the students. The newly admitted students are briefed on the mechanism and guidelines for internal and external evaluation. The academic calendar is a source of reference to plan their work adequately. The Internal Examination Committee ensures the proper conduct of internal examinations. They prepare the examination schedule, detailed time table, invigilation duty list, and seating arrangement. They also ensure the transparent conduct of the examination. Teachers are informed about the dates to return the answer scripts so that each department can arrange open house meetings. The final continuous assessment score sheet is published on the department notice board. The students can present their grievances if any and they are dealt with adequate seriousness. The final marks are verified and uploaded to the University portal.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.stpauls.ac.in/igac>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BSc	Mathematics	40	28	70
Nill	BA	English M I	38	23	60.53
Nill	BA	English MII	28	26	92.86
Nill	BA	Economics	56	43	76.79
Nill	BSc	Computer Science	19	8	42.11
Nill	BCom	Computer Applications SF	44	29	65.91
Nill	BCom	Computer Applications Aided	42	38	90.48
Nill	BCom	Finance and Taxation	59	56	94.92
Nill	BSc	Chemistry	24	16	66.67
Nill	BBA	BBA	29	16	55.17

[View File](#)

## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://stpauls.ac.in/igac/>

**CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION****3.1 – Resource Mobilization for Research**

## 3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	365	Reserve Bank of India.	1.75	1.75
Students Research Projects (Other than compulsory by the University)	365	KSCSTE, Gov. of Kerala	0.1	0.1
Students Research Projects (Other than compulsory by the University)	365	KSCSTE, Gov. of Kerala	0.1	0.1
Students Research Projects (Other than compulsory by the University)	3	KSCSTE	1.12	1.12

[View File](#)

**3.2 – Innovation Ecosystem**

## 3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
"Drug Abuse and Addiction"	Anti Drug Cell	14/06/2019
'DRDO: The Arms Behind'	Physics	25/02/2019
Seminar on Beat Plastic Pollution	Physics	12/06/2018
Seminar on Ozone Layer, Its Depletion And Conservation	Physics	25/09/2018
National Seminar on 'Gravitational Waves', 'Some Puzzles And Paradoxes In Physics' And 'Nobel Lecture'	Physics	16/10/2018
Erudite Scholar In Research Programme	Physics	07/01/2019
One Day Workshop on The NAAC-Revised Accreditation Process	IQAC	28/05/2018
Rev. Fr. Raphael	IQAC	28/09/2018

Olattupuram Lecture Series		
Orientation Program for Faculty With Less Than Five Years Of Teaching Experience	IQAC	06/10/2018
Role of Greenery in this present era	Computer Science	05/06/2018
Gender Equality in Workspace	Computer Science	05/10/2018
Introduction to Block Chain	Computer Science	22/03/2019
Basha sahithyam samskaram	Malayalam	21/02/2018
Sankaleen Hindi Sahitya Aur Gandhivad	Hindi	13/03/2019
Educational Seminar on youth and Wellness	English	05/06/2018
National Seminar on Contemporory Trends in Literary theory:Origin and implications	English	04/02/2019
Unveiling New Vistas:Academic and Career Prospectus for English Graduates	English	26/02/2019
Seminar on Value Education	Economics	12/08/2018
Panel Discussion on "Rebuilding Kerala"	Economics	15/10/2018
Financial Awareness Class	Economics	23/10/2018
Career Options In Economics	Economics	17/02/2019
Union Budget Analysis	Economics	21/03/2019
Training Session for JAM Examination	Mathematics	07/09/2018
M.Sc Enrichment Programme	Mathematics	17/09/2018
One Day Orientation Programme on Graph Theory	Mathematics	26/11/2018
Book Exhibition	Library	06/06/2018
Consortium of Litterateurs	Library in association with Dept of English, Hindi and Malayalam	06/07/2018
Career Counseling	Commerce	17/01/2019
Seminar on Youth And Wellness	English Club	05/06/2018
IPR: Basic Concepts	Commerce SF	13/07/2018
Research Methodology	Commerce SF	19/07/2018

Seminar on Publishing in Credible Journals	English SF	04/12/2018
Seminar on Career Advancement And Career Skills	English SF	06/02/2019
World Environment Day Celebration 2018	Nature Club	05/06/2018
Lecture on Research Methodology	Commerce	04/02/2019
Orientation For BVoc Students 2018 Batch	B.Voc Tourism And Hospitality Management	20/03/2019
Seminar on Wetland and Responsible Tourism	B.Voc Tourism And Hospitality Management	02/02/2019
Seminar on Entrepreneurship Myths and Realities	BBA	22/03/2019
Seminar on Research Process	BBA, Computer Science	15/10/2018
Seminar on Wealth Management	BBA	31/07/2018
Annual Training	NCC	04/06/2018
Combined Cluster Training	NCC	01/11/2018
Sensitization and Awareness Programme	NCC	01/10/2018
Umpires Seminar	Physical Education	08/09/2018
Scorers Seminar	Physical Education	15/09/2018
Workshop on Yoga	Physical Education,NSS	21/06/2018
Entrepreneurship Awareness Class	ED Club , Commerce	08/10/2018
Approximate Methods-Quantum Mechanics	Chemistry	27/05/2019
Regional Seminar Oil and Gas Conservation Campaign Energy Conservation	Chemistry, ENCON Club	26/02/2019
Seminar on Wetland Day Celebration	Chemistry	06/02/2019
A Talk on Statistical Thermodynamics and its Research Oppurtunities	Chemistry	16/11/2018
Fr.Olattupuram:Innovation Ecosysytem in the context of Higher Education	IQAC	28/09/2018

### 3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Certificate of Appreciation-	Ebenzer,Chris teena, Sreemol and Salma of B.	St. Josephs U. P School. Koonammavu	02/02/2019	Certificate of Appreciation-



For taking one h. interactive session on the topic "The importance of English Language and Teaching " for the school students.	A English Model I			For taking one h. interactive session on the topic "The importance of English Language and Teaching " for the school students.
Letter of appreciation - For the activities as the Nodal Officer, Placement Cell of St. Pauls College, Kalamassery	Dr. Manju K Menon, Nodal Officer, Placement Cell and Assistant Professor, Department of Mathematics, St. Pauls College, Kalamassery	ICMS, Cochin	08/03/2019	Letter of appreciation - For the activities as the Nodal Officer, Placement Cell of St. Pauls College, Kalamassery
Student Project Funded by the KSCSTE, Gov of Kerala	Dr. Poornima N, Assistant Professor, Department of Physics	Kerala state council for Science Technology and Education, Gov. of Kerala	07/01/2019	Student Project Funded by the KSCSTE, Gov of Kerala
Student Project Funded by the KSCSTE, Gov of Kerala	Dr. Rajeshmon, Assistant Professor, Department of Physics	KSCSTE	07/01/2019	Student Project Funded by the KSCSTE, Gov of Kerala
External Research schemes funded by Reserve Bank of India	Dr. Asha E Thomas, Assistant Professor, Department of Commerce	Reserve Bank of India	07/08/2018	External Research schemes funded by Reserve Bank of India
Teaching Excellence Award	Dr.Salia Rex, Assistant Professor, Department of English	KMM College of Arts and Science Thrikkakara	04/10/2019	Teaching Excellence Award
Innovative Global Scientific Research Award	Dr.Salia Rex, Assistant Professor, Department of English	Society of Innovative Educationalist and Scientific Research Professional, Malayasia	20/10/2019	Innovative Global Scientific Research Award
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
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Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

#### 3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

#### 3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Commerce	1	0
National	Hindi	3	0
International	Physics	2	1.61
National	Mathematics	1	0
International	English	2	2.34
International	Commerce	2	1.43
International	BBA	1	1.2
International	Economics	1	0
International	Computer Science	1	1.77
International	Maths	1	0.32
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#### 3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
English	4
Computer Science	1
BBA	1
Chemistry	3
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#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
The Elixir Of Oriental Philosophy In The	Dr Salia Rex	International Journal Of English Language,	2018	0	St.Pauls College,Kalamassery	Nil

Bhagavad Gita		Literature In Humanities				
A Case Study- Exploring The Cost Structures Of Selected Programmes In An Indian University	Dr.Asha E. Thomas	National Research Journal Of Humanities Social Sciences, 5(10), 133-145	2018	0	St.Pauls College, Kalamassery	Nil
Bharatheya Bhasha Mein Hindi Ka Mahathva	Dr.Sobhana Michael K	Sangradhan Journal	2018	0	St.Pauls College, Kalamassery	Nil
Investment In Higher Education Sector Of India: A Review Of Related Literature And Preliminary Investigation	Dr.Asha E. Thomas	International Journal of Management Studies	2018	0	St.Pauls College, Kalamassery	Nil
Politics Of Redefining The Past: Historical Negationism And Racism In Selected Rohingya Poems	Deepa George	Bodhi International Journal Of Research In Humanities, Arts And Science, An Online, Peer Reviewed, Refereed And Quarterly Journal	2018	0	St.Pauls College, Kalamassery	Nil
Sadothar Mein Rajbhasha Sambandi Aadeshom Ka Samshodhan	Dr.Sobhana Michael K	Shodh Sarovar Patrika	2018	0	St.Pauls College, Kalamassery	Nil
Samvidhan	Dr.Sobhana	Bharata Patrika	2018	0	St.Pauls College, Kalamassery	Nil

Mein Hindi Ke Prarup Thadha Keryanvay-Bhoomika	Michael K				lamassery	
Some Diameter Notions In Lexicographic Product Of Graphs	Dr. Manju K Menon	Electronic Journal Of Graph Theory And Applications	2018	2	St.Pauls College,Kalamassery	2
The L-Fuzzy Wing Graph And Its Properties,	Pramada Ramachandran	The Bulletin Of Kerala Mathematical Association	2018	0	St.Pauls College,Kalamassery	Nil
US-China Trade Competition: An Overview	Siby K M	Sriwijaya International Journal of Dynamic Economics and Business	2018	3	St.Pauls College,Kalamassery	3
<a href="#">View File</a>						

### 3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Bharatheya Bhasha Mein Hindi Ka Mahathva	Dr.Sobhana Michael K	Sangradhan Journal	2018	Nil	Nil	St.Pauls College,Kalamassery
Investment In Higher Education Sector Of India: A Review Of Related Literature And Preliminary Investigation	Dr.Asha E. Thomase thomas	International Journal of Managment Studies	2018	4	Nil	St.Pauls College,Kalamassery
Politics Of Redefining The Past:	Deepa George	Bodhi International Journal Of	2018	1	Nil	St.Pauls College,Kalamassery

Historical Negationism And Racism In Selected Rohingya Poems		Research In Humanities, Arts And Science, An Online, Peer Reviewed, Refereed And Quarterly Journal				
Sadothar Mein Rajbhasha Sambandi Aadeshom Ka Samshodhan	Dr.Sobhana Michael K	Shodh Sarovar Patrika	2018	Nil	Nil	St.Pauls College,Kalamassery
Samvidhan Mein Hindi Ke Prarup Thadha Keryanvay-Bhoomika	Dr.Sobhana Michael K	Bharata Patrika	2018	Nil	Nil	St.Pauls College,Kalamassery
Some Diameter Notions In Lexicographic Product Of Graphs	Dr. Manju K Menon	Electronic Journal Of Graph Theory And Applications	2018	2	2	St.Pauls College,Kalamassery
The L-Fuzzy Wing Graph And Its Properties,	Pramada Ramachandran	The Bulletin Of Kerala Mathematical Association	2018	Nil	Nil	St.Pauls College,Kalamassery
US-China Trade Competition: An Overview	Siby K M	Sriwijaya International Journal of Dynamic Economics and Business	2018	1	3	St.Pauls College,Kalamassery

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	16	28	14	Nil

Presented papers	2	Nil	Nil	Nil
Resource persons	2	3	8	Nil
<a href="#">View File</a>				

### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Breast Cancer Awareness Campaign	NSS Unit and Kottayam Medical College	2	70
Two Day Working Session	NSS Unit And St. Joseph L.P.School, Moolampilly	2	20
Seven Day Residential Camp (Sukrutham)	NSS unit, MG University, Kottayam	2	100
Flood Relief Camp at St. Paul's College, Kalamassery	NSS,NCC Unit along with all staff of the college	60	1239
'My Book Challenge' Programme Initiated To Help Poor School Students.	NSS Unit, Gov.U.P .School,Pallilamkara	2	1250
Orientation Session For NSS Volunteers	NSS Unit	2	200
Kappa Fest	NSS Unit	2	1239
Gender sensitisation and awareness	NCC	1	34
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Conducting interactive session on the topic "The importance of English Language and Teaching " for the school students of St. Josephs U. P School. Koonammavu	Certificate of Appreciation for Ebenzer,Christeena, Sreemol and Salma of B. A English Model I for taking one h. interactive session on the topic "The	St. Josephs U. P School. Koonammavu	4

	importance of English Language and Teaching " for the school students of St. Josephs U. P School. K		
Student Teacher Programme	Appreciation Letter From HMT School	HMT Educational Society High School, Kalamassery	40
Survey On Financial Awareness And Usage Of Financial Services In Ernakulam District For RBI	Certificate Of Appreciation From RBI	Reserve Bank Of India	28
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Street Play on Road Safety	NSS Unit Motor Vehicle Department , Gov. of Kerala	Road safety week awareness Programme	2	50
Breast Cancer Awareness Campaign	NSS Unit and Kottayam Medical College	Awareness Campaign	2	70
Two Day Working Session	NSS Unit And St. Joseph L.P.School, Moolampilly	Enrichement Programme	2	20
Seven Day residential camp sukruathamResidential Camp (Sukruatham)	NSS unit, MG University, Kottayam	Extension activity around a locality	2	100
Flood Relief Camp at St. Paul's College, Kalamassery	NSS, NCC Unit along with all staff of the college	Social Outreach	60	1239
'My Book Challenge' Programme Initiated To Help Poor School Students.	NSS Unit, Gov .U.P.School, Pal lillamkara	Community Extension Programme	2	1300
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
KSCSTE, Gov of Kerala, Student Project Scheme	Dr. Poornima N.	Kerala State Council For Science Technology And Environment. Government Of Kerala	365
KSCSTE, Gov of Kerala, Student Project scheme	Dr. Rajeshmon	Kerala State Council For Science Technology And Environment. Government Of Kerala	365
RBI scholarship for faculty in Finance and Economics	Dr Asha E Thomas	RBI	365
Erudite - Scholar in residence	Department of Physics	Kerala State Council For Science Technology And Environment. Government Of Kerala	3
Internship training	Department of Chemistry	Personal	365
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Internship	Fortune Destinations Management (India) Pvt Ltd, Cochin	20/04/2019	31/05/2019	Evujin K J
Internship	Internship	Somans Leisure Tours India Pvt Ltd, Kaloore	01/04/2019	30/04/2019	Christina Nidhiya
Internship	Internship	Tic Travel Destinations Pvt Ltd	03/04/2019	26/04/2019	Bibin Rexon
Internship	Internship	Arbee Air Travels, Aluva	01/04/2019	30/04/2019	Bebatto Thomas
Internship	Internship	Palaikari	01/04/2019	30/04/2019	Athira



		Fish Farm Aquatourism Centre			Sukumaran
Internship	Internship	Tic Travel Destinations Pvt Ltd	03/04/2019	26/04/2019	Aneesh V C
Internship	Internship	Pick My Holidays, Kochi	01/04/2019	30/04/2019	Anathu P D
Internship	Internship	Askme Holidays, Cochin	06/05/2019	25/05/2019	Anagha Philmin
Internship	Internship	Green Kerala Holidays, Ernakulam	01/04/2019	30/04/2019	Ajmal Rozariyoze
Internship	Internship	Itl Tours Travels Pvt Ltd	01/04/2019	30/04/2019	Aalbin Antony
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
ESAF Society- Small Finance Bank	02/07/2018	Skill Development, Outcome based Training, Placement, RD services and related services	469
Car Regency	14/02/2018	Sale Management training of students	18
Elmhurst College, USA	06/05/2019	Inclusive education, Virtual knowledge sharing	100
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## CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
50	53.51

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added

Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Newly Added
Seminar halls with ICT facilities	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar Halls	Newly Added
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
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#### 4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	3.16.05.001	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	32166	4817300	155	53520	32321	4870820
Reference Books	2852	98000	20	6009	2872	104009
Journals	50	66140	3	3265	53	69405
CD & Video	620	6200	22	220	642	6420
Library Automation	1	30000	1	50000	2	80000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
STALIN P C	Interdependence of Agriculture and Industry	Google Platform	15/01/2018
STALIN P C	Agriculture	Google Platform	19/09/2018
STALIN P C	Industry	Google Platform	19/09/2018
STALIN P C	Service	Google Platform	19/09/2018
Lt. Dr. Varun V	Assessment	Google Classroom	10/10/2018

Varghese	Procedures		
Lt. Dr. Varun V Varghese	Income Tax Authorities and Powers	Google Classroom	10/10/2018
Lt. Dr. Varun V Varghese	Rectification of Errors	Google Classroom	10/10/2018
Lt. Dr. Varun V Varghese	Search and Seziures	Google Classroom	10/10/2018
Lt. Dr. Varun V Varghese	Tax planning	Google Classroom	10/10/2018
Lt. Dr. Varun V Varghese	TDS (Tax Deducted at Source)	Google Classroom	10/10/2018
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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	123	2	18	13	1	10	16	10	0
Added	1	0	82	1	0	3	0	190	0
<b>Total</b>	<b>124</b>	<b>2</b>	<b>100</b>	<b>14</b>	<b>1</b>	<b>13</b>	<b>16</b>	<b>200</b>	<b>0</b>

##### 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

200 MBPS/ GBPS
----------------

##### 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Recording Facility	<a href="https://stpauls.ac.in/resources/acoustic-theater/">https://stpauls.ac.in/resources/acoustic-theater/</a>

#### 4.4 – Maintenance of Campus Infrastructure

##### 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
35	37.44	20	23.74

##### 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college has a well-functioning Planning Committee to make use of available physical infrastructure and for upgrading facilities which ultimately leads to a good teaching-learning environment. The committee convenes regular meetings across the academic year to assess the infrastructural facilities and requirements. To meet the quality standards and needs, the IQAC as well as the

College Council make proposals for infrastructure development to the Planning Committee chaired by the Principal. Depending on the nature of the construction, the Planning Committee presents the proposal before the staff and PTA for their concurrence. The committee provides timely advice on the construction and renovation of buildings, procurement and maintenance of equipment. The Managing Board takes the final decision on a priority basis. New infrastructure is created and existing is upgraded to enhance academic standards and to increase efficiency. The academic year of the College is from June to March and hence the maintenance work in the college takes place during the summer vacation for the students, which is during the month of April and May. The stock register is maintained in every Department and updated periodically. Details of all the items purchased under various schemes are recorded in the stock register regularly. Equipment or instruments in the laboratories are repaired by professionals and if necessary, replaced and kept ready for use before the commencement of the new academic session. Purchase Committee calls for quotations of the needy materials for the laboratories. Annual stock verification of chemicals and glassware are done promptly. A stock register is kept in all departments to record all the laboratory facilities. The well-maintained digital library offers ample opportunities to the students in accessing innumerable e-resources through INFLIBNET, N-LIST, Shodhganga and others also add to the academic support provided by the college. Sports and Games materials are purchased periodically according to the strength of the students. A full-fledged ground facility is another major highlight of the college and it is maintained properly for the ultimate benefit of the students. The newly developed Acoustic Theatre with the latest technology also highlights the sophisticated infrastructure facilities that college possess. The computer hardware and software systems are well maintained and properly checked during regular intervals. There is a third party AMC for UPS and also for servers. Anti-virus /Anti Malware software is installed and updated at specific intervals. All systems are connected with UPS, providing an uninterrupted power supply to avoid hardware and software problems. The service of an electrician cum plumber is made available in the campus. The voltage and power supply are regularly checked by the appointed electrician. The institution has also appointed gardeners to upkeep the vegetation and serenity of the campus. With regard to cleanliness, the management has appointed 5 last grade staffs. The institution opens its doors for extension activities such as remedial classes for economically backward and academically weak children. The institution is a regular venue for conducting examinations such as promotion tests for banks, entrance tests for Medical, Engineering, and also for UPSC and PSC exams.

<https://stpauls.ac.in/resources/infrastructure/>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Support Programme, Vincent De Paul Society, Endowments, Navadarsan Scholarship	109	245320
Financial Support from Other Sources			
a) National	Government Scholarships,	1010	4009840

	Sitaram Jindal Scholarship		
b) International	NA	Nil	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Your Life Your Choice	30/01/2019	20	Mr. P.G Reynold, Motivational Speaker And Writer
Class on Behavioural Skills	20/10/2018	24	Dr.Mary Matilda, Special Grade Principal (Rtd.), Maharajas College, Ernakulam
International Yoga Day Celebration	21/06/2018	64	Mr. Allan Saju
Youth and Wellness	05/06/2018	89	Prof. V. J. Antony, Rtd. Principal, Cochin College
Your Life Your Choice	30/01/2019	20	Mr. P.G Reynold, Motivational Speaker And Writer
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	File Uploaded	101	2031	60	120
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	12

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations	Number of students	Number of students placed	Name of organizations	Number of students	Number of students placed

visited	participated		visited	participated	
<b>GICE and SUTHERLAND</b>	<b>112</b>	<b>9</b>	<b>SEVERAL</b>	<b>300</b>	<b>111</b>
<a href="#">View File</a>					

#### 5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	3	M.Sc. Chemistry	CHEMISTRY	File Uploaded	File Uploaded
2018	26	B.Sc. Mathematics	MATHEMATICS	File Uploaded	File Uploaded
2018	18	B.A. English Model II	ENGLISH	File Uploaded	File Uploaded
2018	19	B.A. Economics	ECONOMICS	File Uploaded	File Uploaded
2018	18	B.Com Computer Applications SF	COMMERCE	File Uploaded	File Uploaded
2018	19	B. Sc. Chemistry	CHEMISTRY	File Uploaded	File Uploaded
2018	39	B. Com Taxation	COMMERCE	File Uploaded	File Uploaded
2018	3	B.A. English Model I	ENGLISH	File Uploaded	File Uploaded
2018	19	B.Sc. Physics	PHYSICS	File Uploaded	File Uploaded
2018	4	M.A.Econom ics	ECONOMICS	File Uploaded	File Uploaded
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#### 5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
<b>NET</b>	<b>9</b>
<b>SLET</b>	<b>2</b>
<b>CAT</b>	<b>1</b>
<b>Any Other</b>	<b>48</b>
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#### 5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
<b>Christmas celebrations</b> 48	<b>College</b>	<b>1445</b>

College Day 48	College	1445
TESORO 2K19 48	Intercollegiate	82
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NA	National	Nil	Nil	Nil	NA
2018	NA	International	Nil	Nil	Nil	NA
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College Union Elections were held on 11/09/2018. The office bearers were sworn in in a simple investiture ceremony held in the college portico on 19/09/2019. The College Union was formally inaugurated on 11/10/2018. Christmas was celebrated in the College in association with the College Union. The College Arts Festival, Arangu 2019, was a vibrant affair, with the on-stage events held on the 24th and 25th of January, 2019. (Offstage events and on stage literary events were held on 18th, 21st and 23rd January 2019). The College Day held on 15/02/2019 was a culmination of the laudable efforts of the Union. The Union also sent a strong contingent of students to participate in the MG University Arts Festival, Alathaalam 2019 held at Kottayam from 28th February 2019 to 4th March 2019. The activities of the College Union were formally brought to an end with a Felicitation Programme for the achievers at the University Arts Fest. The programme was held in the college portico on 7th March 2019. It was a trying year for Kerala as a whole. But in spite of the devastating floods and skewed examination schedules, the College Union succeeded in maintaining a colourful yet peaceful atmosphere in the College campus.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association of St. Pauls College. All students who pass out are automatically considered to be alumni of the college. There is a strong bond and camaraderie between the alumni and teachers, as is evident in the number of former students who visit the college often. Alumni meets took place at the Department level in three departments this year- Chemistry, Economics and Mathematics.

5.4.2 – No. of enrolled Alumni:

600

5.4.3 – Alumni contribution during the year (in Rupees) :

6000

5.4.4 – Meetings/activities organized by Alumni Association :

THREE MEETINGS

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1) The Principal and the college management take the initiative to do the utmost to improve the Teaching - Learning and non-academic activities of the students of the college. The academic and non-academic activities of the college are strictly aligned with the academic plan of the M.G. University, Kottayam. Therefore the college officials convey the prospective academic plan of the college of the academic year at the very outset to the Heads of the departments and the entire members of the staff. The heads of the departments take the initiative to create a departmental Action Plan to chart the tentative academic and non-academic activities of their departments. The Action Plan is a tentative master plan which is a perfect blend of the entire academic and non-academic activities for the forthcoming year which include the Bridge Courses, Remedial Sessions, Certificate Courses, On-the-Job Programmes, regional seminars, national seminars, international seminars, workshops, extension activities, internal examinations, Onam and Christmas holidays, student enrichment programmes such as Field Visits, Study Tours, Teaching Plan, PTA meetings, Arts and cultural fests, Alumni meets etc. The Principal monitors the entire academic Action Plans of the departments and verify that these programmes are organized well for the betterment of the student community within the stipulated period. The insightful guidance of the college officials has been instrumental in the consistent increase in the academic output of the students in the following years. Therefore the college could attain an overall pass percentage of 71.86 which is the best result attained by the institution. The fact that the majority of the students of this minority institution hail from marginalized communities adds more glory to their academic success and validates the institutional mission and vision. 2) Extension Activities: The motto of St. Paul's College is "Life Nobly Lived", the officials inculcates this principle to its student community by transforming our mediocre students to educationally, morally, intellectually and socially upright individuals endowed with moral values and social commitment through a plethora of socially relevant extension activities. The entire students and teachers are actively involved in these activities. There are well-coordinated extension activities led by student organizations viz. NCC, NSS, AICUF, Jesus Youth students' enrichment programmes such as WWS, ASAP and extension activities coordinated by the departments of the college. The consorted activities of the coordinators enable the entire students of the college to get engaged as coordinators, active workers, participants, supporters and financial contributors in activities suited to their interests and attributes and to get groomed as a socially productive and active citizen of the country. The college conducted 32 extension activities and 55 seminars in 2018-19. The students were able to get engaged in these socially relevant activities which enabled them to interact with academicians, scientists, men of letters, artists who could inspire them to succeed in life. These activities help our students to get hands-on-experience with the problems of the common man in society and enable them to get groomed to be socially committed and intellectually enlightened citizen.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

### 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
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<p>Curriculum Development</p>	<p>As a college affiliated to Mahatma Gandhi University, Kottayam, the institution follows the curriculum and academic calendar stipulated by the University. This curriculum is structured in a democratic way by the university by involving teachers deputed by the Principal in the syllabus restructuring committee. Also the members of different Boards of Studies are involved with suggestions to make sure that the syllabus prescribed is in tune with the needs of the day. Individual departments complement the curriculum through seminars, assignments, projects and other co-curricular activities to meet the requirements of the society and improve the employability of the students.</p>
<p>Teaching and Learning</p>	<p>Training would be given to teachers to incorporate innovative teaching practices and ICT enabled teaching more efficiently into their classroom practices. Also faculty attend FDPs conducted by HRDC for the development in their professional responsibilities. Year plan of the department and teaching plans are made by the respective faculty in the beginning of the academic year, which will lead to the smooth functioning of the department and successful completion of the syllabus. Entry level test for the first year degree students is conducted and provide Bridge Course. Students are provided special training sessions like remedial coaching, tutorial sessions, SSP, WWS, mentoring, counseling, workshops, seminars etc.</p>
<p>Examination and Evaluation</p>	<p>The internal examination is conducted as a part of restructured choice based credit and semester system. Attendance, submission of assignments, test papers are the three parameters come under the limit of the Continuous and Comprehensive Evaluation Process. To ensure the transparency of the evaluation process, the internal marks are published on the notice board at least one week before the commencement of external examination. The academic record of each student is forwarded to the university through the college principal. There will be university examination at the end of the semester. Result analysis in each semester is</p>

	prepared.
Research and Development	<p>A research committee is formed to improve the research activities. Numbers of PHD holders among our faculty have increased. Many of our faculty are resource persons in various reputed educational institutions and have many national and international publications. Each department conducts enrichment programmes, seminars, workshops, talks by eminent personalities etc. every year for motivating our students, faculty and research scholars. We encourage students to publish their projects in national or international level and to attend seminars, workshops competitions conducted in other institutions. Each department conducts webinars on many popular topics and several online competitions are also conducted.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Teachers use PPT's, videos, online lectures, simulations, online platforms like Google meet, Google classroom etc. to go par with present day knowledge sharing. The library is fully automated with using "KOHA" software. Fully networked 35 computer stations with high speed internet facility and Wi-Fi facility are also provided. Journals can be accessed from the library through the NLIST programme of INFLIBNET. The physical infrastructure of the campus include Class rooms, well-equipped Laboratories, digital library, seminar hall, conference hall, auditorium with indoor playing facilities, computer centre with internet, audio-visual rooms, Language lab, student support centre, Girl's retiring room with infirmary, cafeteria, college ground with 400 mts. track with eight lanes, cricket ground with turf and matting wicket, standard football field, volleyball court, Table tennis court, health centre, smart class rooms, basketball court, chess club, women's hostel and Acoustic Theater. The main building houses the Principal's Office, Management room, Guest room, Staff room, college office, Examination office, Department rooms.</p>
Human Resource Management	<p>The Governing body ensures peace, equality democratic values and secularism prevail in the campus. The appointments are as per the procedures and processes by the University and the</p>

government of Kerala. Executive committee contributes to the collective decision-making and strategic planning of the college. College council consists of Principal, HODs, two elected teaching faculty and a representative of administrative staff. Finance management committee is also formed. The Principal, Vice principals, COE, Assistant COE, staff members, Deans, HODs and PRO are the Office bearers. There are statutory bodies such as Student grievance cell, Anti ragging committee, women empowerment cell, PTA, IQAC, etc.

Industry Interaction / Collaboration

Field trips, industrial visits and internships are conducted to get the students an interaction with real work environment. Outreach programmes are regularly arranged by departments. We are also linked with programmes of NGOs through NSS and NCC which lead to the social involvement of the students. We undertake major and minor projects. Placements cell is working effectively. Many faculty are resource persons in various educational institutions and have many national and international publications. Each department conducts seminars, workshops, and motivational programmes which provide classes on personality development, career orientation, life skills, developing soft skills etc. These programmes are conducted in collaboration with various institutions.

Admission of Students

Admission to various academic programmes is carried out on merit basis under single window system, as per the rules and regulations of the university and the state government. Admission Committee manages the admission process. Admission to UG and PG programmes are done on merit through the centralized allotment process of MG University. Tuition fees will be collected either in lump at the beginning of the year or in installments at the beginning of each semester. The students will be informed about regulations of the general discipline, rules regarding attendance, evaluation process in each semester and they will be provided the college calendar.

E-governance area	Details
<p data-bbox="288 143 695 170">Planning and Development</p>	<p data-bbox="823 143 1485 1323">           The college has a well-functioning Planning Committee for making use of available adequate physical infrastructure and for upgrading facilities which ultimately leads to a good teaching learning environment. The committee convenes regular meetings across the academic year, to assess the infrastructural facilities and requirements. To meet the quality standards and needs, the IQAC as well as the College Council make proposals for infrastructure development to the Planning Committee chaired by the Principal. Depending on the nature of the construction, the Planning Committee presents the proposal before the staff and PTA for their concurrence. The committee provides timely advice on the construction and renovation of buildings, procurement and maintenance of equipment. The Managing Board takes the final decision on a priority basis. New infrastructure is created and existing is upgraded to enhance academic standards and to increase efficiency. The academic year of the College is from June to March and hence the maintenance work in the college takes place during the summer vacation for the students that is during the month of April and May. The stock register is maintained in every Department and updated periodically.         </p> <p data-bbox="823 1330 1485 1809">           Details of all the items purchased under various schemes are recorded in the stock register regularly. Equipment or instruments in the laboratories are repaired by professionals and if necessary, replaced and kept ready for use before the commencement of the new academic session. Purchase Committee calls for quotations of the needy materials for the laboratories. Annual stock verification of chemicals and glassware are done promptly. A stock register is kept in all departments to record all the laboratory facilities.         </p> <p data-bbox="823 1816 1485 2089">           Sports and Games materials are purchased periodically according to the strength of the students. A full-fledged ground facility is another major highlight of the college and it is maintained properly for the ultimate benefit of the students. A well established and maintained open gym         </p>

facility is made available in the campus for college staff and also for students. It helps the college staff and students to remain physically and mentally refreshed. Well maintained Acoustic Theatre with latest technology also highlights the sophisticated infrastructure facilities that college possess. The academic year of the College is from June to March and hence the maintenance work in the college takes place during the summer vacation for the students, that is during the month of April and May. The stock register is maintained in every Department and updated periodically. Details of all the items purchased under various schemes are recorded in the stock register regularly.

Administration

An academic management system is a technological tool or platform that enables multiple stakeholders to manage various academic processes simply and smoothly, through one console. It reduces the need for human intervention and the fatigue caused by repetitive processes. Institution follows the rules and regulations as per the affiliated University. The programmes and curriculum is supervised by the affiliated University. College calendar provided to students and faculties in adherence with University Calendar. Faculty prepare teaching plan, verified by HOD's and monitored regularly by the Principal. We follow continuous monitoring mechanism. Institution follows Continuous Comprehensive Evaluation (CCE) pattern-Internal and External. PTA meetings are held regularly. ICT enabled teaching method is followed using various platforms including Google Classroom. LMS (Learning Management System) is implemented. College Website : • Vision and Mission statement is uploaded on the Institutional website. • Further development strategies too are uploaded on the website • The government body meeting minutes and resolutions by circulation are emailed to members in addition to circulation of hardcopies. • College Authorities can exercise full supervision of all service modules in the office through MIS. Fully automated Wireless office: • Fully automated wireless office with 247 internet facility • Principal connects with

governing body members as well as teaching non-teaching staff through e-mail. • Biometric attendance for Staff

Finance and Accounts

• Internet Banking: Online banking allows a user to conduct financial transactions via the Internet. Online banking is also known as Internet banking or web banking. Online banking offers customers almost every service traditionally available through a local branch including deposits, transfers, and online bill payments • PFMS SOFTWARE: The objective of Expenditure, Advance and Transfer (EAT) module of Public Financial Management System (PFMS) is to help Programme Implementing Agencies (PIAs) in filing of expenditure, transferring funds, advances and its settlement. • BIMS: Bill Information and Management System (BIMS) is an e-Bill portal for Claim Settlements by Drawing and Disbursing Officers (DDOs). The DDOs can prepare online contingent bills and e-Submission to treasury through BIMS. Drawing and Disbursing Officers (DDOs) can access the system through username and password. Using Bims we withdraw funds related to SSP, WWS and NCC. • GAIN-PF: Government Aided Institutions Provident Fund System GAINPF-IFMS is a Project under Integrated Financial Management System through Finance Department. The application is aimed to establish a network based system and development of databases and information and workflow systems to cover all the PF related activities and monitoring the Provident Fund scheme in all the Aided Institutions of Govt. of Kerala. All the PF offices (PF Accounting Offices) maintain the accounts of the scheme, sanctioning advances, closures of accounts etc. In order to maintain proper accounts and speedy process of advances, Issuance of Credit Card, PF Closures, IFMS Project decided to computerize all the activities related to the PF system. The PF related works are: • Employees Admission to the PF system • Monthly subscription Loan recovery • Issuance of Credit Cards • Sanction of Temporary Advance • Sanction of NRA • Sanction of PF Closure etc • Online Application of PF Transfer • Online submission of Temporary Advance (TA) Application • Online Submission of Non Refundable

Advance Application (NRA) • Online request for Conversion of Temporary Advance to Non Refundable Advance • Online PF Closure application • Online submission of Nominee details • Online submission of PF Closure application • View the Ledger card • View Re submission of Rejected Online Application status of TA / NRA / NRA Conversion • View the Financial year wise PF Account Statement • MIS Reports. • SPARK: Service and Payroll Administrative Repository The system caters to the Personnel Administration, Payroll and other Accounts activities of Government Establishments. Every employee is allotted with a unique Permanent Employee Number (PEN) through the system. ... In the payroll side, accurate and automatic payroll processing is facilitated. • VISHWAS: Versatile Insurance Services in Well-equipped Accounting System. • TCS: Total Campus Solution

Student Admission and Support

It facilitates the access towards the attendance information of a particular student in a particular class. It is fully automated and can be accessed by both students and teachers. There are 65 class rooms available to the students. All class rooms are equipped with green/black boards and sufficient number of fans and tube lights. 17 class rooms and one computer lab are equipped with LCD projectors to facilitate ICT enabled teaching. College has 7 Science laboratories with 4 spacious laboratories namely Mechanics Lab, Electronics Lab, Optics Lab and Electricity lab for Physics department and 3 Chemistry labs for Chemistry department. There are 4 computer labs with one each for Commerce department (24 systems), Computer Science department (12 systems), Physics department (10 systems) and Chemistry department (7 systems) with a total of 53 systems. • TCS SOFTWARE: • Multiyear Record Keeping System • Admission process • Nominal Roll: Facility to generate and assign class based Nominal roll , promotions, shifting class • Class wise student details including academic, personal etc. • Course wise students' strength • Course and students Category wise student's strength report • Courses - Main and subsidiaries with

	<p>Students' strength • Second language wise students strength report • Search option by Admission Number, Roll Number, Name class wise • TC issue and TC register</p>
Examination	<p>• CBCS Examination -The Question papers of UG and PG are downloaded through MG University Portal. • UG:2018-2019 • PG:2018-19 • Internal Mark Entry: Both UG and PG Internal mark uploading is done through MG University Portal. • TCS: Internal Examination • Elective subject settings for individual students, Open Elective courses • Grouping of subjects into Part I, Part II, Part III, etc. • Grouping Of Courses as open, complementary and Core Courses • Division of courses into components like theory, practical, etc. • Separate mark settings for components. • Separate Mark/Grade settings for course components • Facility to define different types of examinations.</p>

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Asha E Thomas, Jose Xavier and Rajeshmon V G	NAAC New Methodology Workshop	St. Thomas College, Pala	900
2018	Valentine DCruz	UG CAP Admission Process Training Programme	Travel Expenses	550
2018	Jose Xavier	Physical Education Teachers Training	Travel Expenses	1500
2018	Jackson T. J	PF Software Coaching Classes	Kerala University	4275
2018	Beena P J	Training to conduct Third Semester Online Exams	Mahatma Gandhi University	600
2018	Joseph Job	RUSA-SPD Documentation Workshop, Thiru	Travel Expenses	2780



		vananthapuram		
2018	Fr. Joseph Antony	RUSA-Office Orientation Program, Thiruvanthapuram	Travel Expenses	5900
2018	Joseph Job	MG University CMFRI-Agricultural university Teachers training	Travel Expenses	4900
2018	Fr. Joseph Antony and Stalin P C	B.Voc. Course Orientation Program-Delhi	Travel Expenses	35014
2018	Stalin P C, Asha E Thomas, Jose Xavier	RUSA PFMS Training	Travel Expenses	6000
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	ICT Enabled Teaching-Learning: Introduction to LMS	Nil	13/07/2018	13/07/2018	63	Nil
2018	How a teacher can be an effective mentor?	Nil	18/08/2018	18/08/2018	43	Nil
2018	Monsignor Raphael Olattupuram Lecture Series	Monsignor Raphael Olattupuram Lecture Series	28/09/2018	28/09/2018	30	15
2018	Orientation Program for faculty with less than five years of teaching	Nil	06/10/2018	06/10/2018	54	Nil

	experience					
2018	Selection of Research Topics-An Overview	Nil	13/11/2018	13/11/2018	39	Nil
2018	Statistical tool for analyzing qualitative data in research	Nil	14/11/2018	14/11/2018	24	Nil
2018	Health and Fitness	Health and Fitness	05/04/2019	05/04/2019	38	16
2018	One day faculty orientation workshop-Higher Education Today and Tomorrow	Nil	30/05/2019	30/05/2019	78	Nil
2018	Office Administration and ICT	Office Administration and ICT	21/07/2018	21/07/2018	Nil	20
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
National Workshop in 'Interdisciplinary Research Methodology'	1	06/05/2019	20/05/2019	14
One day Workshop (UGC-CPE sponsored) on 'New Methodology of NAAC Accreditation'	1	21/07/2018	21/07/2018	1
NAAC-UGC -IQAC workshop	1	15/10/2018	15/10/2018	1
RUSA-PFMS workshop organized by	1	25/04/2019	25/04/2019	1

RUSA				
Training Programme for Teachers and Administrative Staff	1	21/03/2019	21/03/2019	1
Symposium on PG Curriculum Restructuring	1	03/12/2018	03/12/2018	1
'Unnat Bharat Abhiyan 2.0'	1	11/12/2018	11/12/2018	1
International Conference 2019 on 'United Nations Sustainable Development Goals, How can Business, NGOs and Educational Communities Contribute?'	1	14/03/2019	15/03/2019	2
'E-Learning and MOOC in Higher Education'	1	01/03/2019	01/03/2019	1
International Conference on Multidisciplinary Research	1	16/01/2019	16/01/2019	1
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
36	46	6	14

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
State Life Insurance Schemes such as LIC, GIS and PF, Festival Allowance, Maternity Leave, Paternity Leave, FIP, Duty Leave, Subsidised Meal, Financial Support for Medical Emergency, Separate Parking Facility, Separate Washrooms for Gents and Ladies	State Life Insurance Schemes such as LIC, GIS and PF, Festival Allowance, Maternity Leave, Paternity Leave, FIP, Duty Leave, Subsidised Meal, Financial Support for Medical Emergency, Separate Parking Facility, Separate Washrooms for Gents and Ladies	Student Support Fund, endowments, Vincent De Paul aids, Separate parking facility for students, counselling facility, separate restrooms for boys and girls, Disable friendly toilets and other facility, Wheelchair

## 6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

**Internal Audit:** The internal financial audit is carried out by a finance committee comprised of senior faculty of the college and the Office superintendent. The internal financial audit is as per the instructions from an external registered auditor and Higher Education Department, Government of Kerala. The annual meeting of the Managing Board meets every financial year and approves the budget estimates for the next year and analyses the actual expenditure incurred during the year under various heads. The auditing system functions under two heads: Grants Fees Sanctioned by the Government/UGC and Management Account. In both cases, there is an internal audit and external audit. **External Audit:** The external financial audit is carried out by an external agency, appointed by the Managing Board and Government auditors from Deputy Directorate of Collegiate Education, Government of Kerala. The external auditor verified all the vouchers with reference to the cashbook and prepared the balance sheet. Action is taken on the observations contained in the audit report and reported to the Director-General of Audit (Central Expenditure). No major audit objections were found during the last five years.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Management	1974209	Improving the facilities and Infrastructure
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

11785673

## 6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Nil	Nil	Yes	IQAC Team
Administrative	Yes	Government	Yes	IQAC Team

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- Purchase of next-generation interactive Display Board for seminar hall worth Rs. 1.85 lakhs.
- Purchase of water purifiers worth rupees 32670.
- Appointed a staff for cleaning students' toilets with a monthly salary of Rs. 8000.

6.5.3 – Development programmes for support staff (at least three)

- IQAC had organized a presentation on the NAAC- Revised Accreditation Process for Teaching and Non- teaching staff of the institution.
- An Orientation program was organised for faculty members who have teaching experience less than 5 years
- Organized a one day International workshop on 'United Nations Sustainable Development Goals: Role of Higher Education Institutions.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Starting of Skill-based courses under NSQF Framework. The institution was

awarded with two courses in Bachelor of Vocational Studies during 2018-19  
 Participation in NIRF ICT based teaching-learning Increased number of  
 Functional MoUs Learning Management Systems used in the teaching-learning  
 process Participation in Unnat Bharat Program and conducted Village Survey  
 Improved infrastructural facilities

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Yes
d) NBA or any other quality audit	Yes

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	One day workshop on the NAAC-Revised Accreditation Process-Teaching Learning	02/06/2018	02/06/2018	02/06/2018	63
2018	One day workshop on the NAAC-Revised Accreditation Process-Research	16/06/2018	16/06/2018	16/06/2018	63
2018	One day orientation for newly joined students and parents	18/07/2018	18/07/2018	18/07/2018	472
2018	One day workshop on the NAAC-Revised Accreditation Process-Extension Activities and Consultancy/Best Practices	30/06/2018	30/06/2018	30/06/2018	74
2018	ICT Enabled Teaching-Learning: Introduction to LMS	13/07/2018	13/07/2018	13/07/2018	63

2018	Office Administration and ICT	21/07/2018	21/07/2018	21/07/2018	20
2018	How a teacher can be an effective mentor?	18/08/2018	18/08/2018	18/08/2018	43
2018	Presenting of data and correct documentation as per RAF of NAAC	24/08/2018	24/08/2018	24/08/2018	19
2018	Monsignor Raphael Olattupuram Lecture Series	28/09/2018	28/09/2018	28/09/2018	45
2018	Orientation program for faculty with less than five years of teaching experience	06/10/2018	06/10/2018	06/10/2018	54
<a href="#">View File</a>					

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Debate on women empowerment	26/06/2018	26/06/2018	30	18
MEISI – Think Equal, Build Smart, Innovate for Change	09/03/2019	09/03/2019	100	59
Guidance for competitive examinations	20/02/2019	20/02/2019	40	15
Food fest - Nellika 2018	27/09/2018	27/09/2018	180	70
Workshop on Value Added Cleaning Products	01/02/2019	01/02/2019	12	10

Hygiene & Cleanliness	10/09/2018	10/09/2018	21	13
Gender equality in Workspace	16/02/2019	16/02/2019	30	9
Student's discussion on the Theme 'A skilled Girl force'	11/10/2018	11/10/2018	17	7
Gender trouble: queer Politics in everyday life	07/01/2019	07/01/2019	17	13
Debate on: Politics of the Body, Clothing and Gender Roles	03/09/2018	03/09/2018	8	4
Health & Hygiene- A talk	09/10/2018	09/10/2018	20	14

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
9.83

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Braille Software/facilities	Yes	2
Rest Rooms	Yes	2
Scribes for examination	Yes	2
Physical facilities	Yes	2
Ramp/Rails	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	15/08/2018	1	Flood Relief camp	Food and shelter	1201
2018	1	1	12/11/2018	1	Valsalyam visit( A shelter of	Caring and Sharing	132

					destitute children)		
2018	1	1	20/11/2018	1	Blood donation	Awareness creation .	34
2018	1	1	01/12/2018	1	AIDS day	Awareness creation about AIDS	154
2018	1	1	14/12/2018	1	National Energy Conservation Day	Awareness creation .	88
<a href="#">View File</a>							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct -handbook	23/05/2018	St. Paul's college has a well-written code of conduct and it articulates the organization's mission, as well as its values and principles. The code of conduct has been prepared by the governing body of the college and is displayed on the website. The code of conduct is disseminated through orientation programmes for both students and staff at the beginning of the academic year. The college has specific code of conduct for students, teachers and administrative body. There is a committee to monitor adherence to the code of conduct. The committee consists of Principal, Vice principals, HoDs and two designated members.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Inauguration of World Environment Day -2018 by giving "PAPER PEN WITH	12/06/2018	12/06/2018	150



SEED" to All Students of Physics Department -to spread the importance of 'Reducing the usage of plastics' and 'Planting Trees'.			
Poster Designing Competition on the theme"Beat Plastic Pollution"	05/06/2018	05/06/2018	56
Cancer awareness campaign She, cancer awareness campaign of students of Medical colleges	20/02/2019	20/02/2019	30
Patriotic Song Competition	13/08/2018	13/08/2018	27
Environment Day Celebrations -Distribution of cloth bags and tree saplings	05/06/2018	05/06/2018	50
Essay writing competition - Human Rights	30/11/2018	30/11/2018	12
Short Film Show on the Pollution of Rivers "Periyar-Ente Puzha"	12/06/2018	12/06/2018	75
A talk on "Environmental impact of Plastic Pollution" by Dr.Mathew M J,Asst.Professor, S H College,Thevara	12/06/2018	12/06/2018	150
A talk on "Health Environment" by Mr. Sreeni R, Educator, Midtown Medical Centre	12/06/2018	12/06/2018	150
In College "Flood Relief camp	15/08/2018	22/08/2018	1201
<a href="#">View File</a>			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Solar panels: - St. Paul's College is the first institution in Kerala with a solar-powered Digital Library. The Grid-Connected Solar Plant installed in the college has a capacity of producing 7kW power. A total of 21 panels have been installed with a capacity of 335 Watt. The average energy produced is around 30

Units per day. This energy is sufficient for the working of a digital library which consumes nearly 30 to 35 units per day. The extra energy is usually taken from the KSEB electric line.

**Medicinal garden:** - The college maintains a medicinal plant garden on the college campus with financial assistance from Parent-Teacher Association. The medicinal garden is titled Healing Garden which has more than 160 medicinal plants. Some of the red Listed Medicinal Plants as given by the State Medicinal Plants Board, Kerala, are also grown in the garden. Students weed and replant the plants according to the season.

**Plastic-Free Campus:-** Departments conduct workshops, seminars, invited talks and competitions on environmental matters. As the plastic-free campus, environment-friendly posters and banners are used for programmes conducted and jute bags and paper files are distributed for seminars. With the Swachh Bharath principles, the campus is maintained litter free by regular cleaning sessions undertaken by departments and NSS.

**Rain Water Harvesting:** - Rainwater harvesting is properly managed in the college campus keeping in mind the importance of conserving every drop of water. Rainwater that is collected in a tank installed near the hostel area is redirected to the well. The harvested water comes in handy for maintaining the greenery of the campus which includes a herbal garden. This water is also used for washing and cleaning purposes in the hostel and these measures have indeed saved a significant amount of water expenses. As a result of a well-structured water harvesting mechanism, there is adequate availability of water throughout the year.

**Bio Gas Plant:** - The College has set up a Biogas Plant which generates Biogas as an alternative to Liquefied Petroleum Gas (LPG). The gas produced by the plant is nearly equivalent to 1.5 cylinders of LPG gas per month. The fuel is used in the kitchen of the canteen. The Biogas Plant not only serves the purpose of generating fuel but also to manage the biodegradable waste generated daily on the campus. The slurry obtained from the Biogas Plant is used as Manure for plantation in the campus.

## 7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1. Parivartan: Transacting Knowledge Transforming Lives Best Practice 2. Nurturing Nature Culturing Life

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://stpauls.ac.in/igac/>

## 7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

I. The title of the practice: SANSKRITI- Educating Priceless Values for the Welfare of Minorities and Women II. The objectives of the practice: • Uplifting the marginalized community • Women Empowerment III. The context The college complies with the major goals of National Education Policy 1986, which includes value based education with special focus on gender parity and minority rights. Practice ? Girl students form the majority of pupils in the college. The college constantly endeavors to empower female students and faculty members and safeguard their rights and ensures that the campus is a safe place for women. There are seminars and workshops dealing with women's issues like crime against women, cyber security, know your rights etc. for the empowerment of women. ? The college takes special interest in giving admission and the majority of

student intake is from the minority. The college has cells like OBC Cell, Minority Cell, SC/ST Cell, Equal Opportunity Cell, Entrepreneurship Development Club etc. for the upliftment of the poor and underprivileged sections of society. The college supports the underprivileged students with various scholarships and endowments instituted by the college and non-governmental agencies. ? The college sticks to the curriculum designed by Mahatma Gandhi University, which reflects values. The teaching learning processes incorporate aspects that foster values for life long learning and excellence. ? The college arranges skill development programmes like making bags, pen, sanitizers, soaps and other value added products. Women empowerment cell, Equal opportunity Cell, prevention of Sexual Harassment Committee, Dance club, Music club, debates club etc. arrange programmes to bring about the uplift of minorities and women. ? The college arranges training programmes in yoga and students inclined in sports and games get the necessary boost to excel in physical education. ? National and international days are celebrated in view of promoting sense of integration, harmony and nonviolence, unity in diversity etc. ? Sugam with the theme "learning made easy" are programmes aiming at the progress of slow learners which include Bridge courses, orientation programme, remedial classes, Scholar Support Programme, teacher support through mentoring, tutorials, programmes to improve language skills/ writing skills etc. Advanced learners benefit from Aagam programmes which include WWS, ASAP, Interaction with eminent personalities, Competitive exam coaching, Career Advancement programs and Online/ SWAYAM courses. ? Outreach, extension and green activities aim at bringing about civic responsibility among students. ? Annual celebrations like youth festival, college day, intercollegiate fests like Meshuggah and interdepartmental competitions promote the vitality of cultural values and sense of inclusiveness. Cultural trips bring about cultural immersion among students. Evidence of success ? The College has an equitable, secular and inclusive campus. It inculcates the sense of benevolence, ethical responsibility and humanitarian attitude among students for the creation of a complete human being. ? Girls excel in academic, co-curricular and extra-curricular activities. The upliftment of women and marginalized community makes the college stand apart from other institutions in the state.

Provide the weblink of the institution

<https://stpauls.ac.in/wp-content/uploads/2020/12/Institutional-Distinctiveness.pdf>

### **8.Future Plans of Actions for Next Academic Year**

1. Design various activities of IQAC to enable the college to secure A grade in the next accreditation of NAAC. 2. Augment the current infrastructural facilities of the institution using the RUSA fund. 3. Update the college website to make it more stakeholder friendly. 4. Encourage teachers and students to attend, design and offer various Massive Online Open Courses (MOOC)courses. 5. Recommend for the development of an institutional E-Learning Platform. 6. Devise ways to encourage the students to use the various online library resources. 7. Apply for more skill oriented/ certificate programs and programs in life science. 8. Encourage every department to offer at least two add-on /skill-oriented programs in the coming academic year.